

Supply

CIVIL AIR PATROL SUPPLY REGULATION

This regulation supplement prescribes additional procedures in effect for all Wisconsin Wing CAP units. Full understanding of this supplement may only be obtained by reading it in conjunction with the related paragraphs of CAPR 67-1.

CAPR 67-1, 15 August 2000 is supplemented as follows:

3-7. Issue Procedures:

2a) The following procedures will be followed to recover property from individuals who terminate their membership in CAP, have their membership terminated in CAP, or transfer to another unit:

1) Upon receiving notice of a transfer or a change in membership status, the unit LG will ask the member to return all CAP property to the unit within 30 days. This request may be made either verbally or in writing, depending on which method may be the most practical.

2) If the individual has not returned the property to the unit or made arrangements with the unit LG within 30 days, the unit commander will write a letter ordering the individual to return the property to the unit within 15 days. This letter will be mailed via certified mail with return receipt.

3) If the individual has not responded to the certified letter within 15 days, the unit LG will make every attempt to retrieve the property by either personally picking up the equipment from the individual's home/supply location or by another means. All attempts will be documented.

4) If all attempts fail to recover the property, the unit LG will file a theft report with the local law enforcement agency.

5) If the property is not returned or a theft report is filed, a Report of Survey will be initiated IAW CAPR 67-1, para. 4.8.

2b) The Wing Commander may terminate or suspend the membership or transfer request of any individual who fails to return CAP property.

CLAIR JOWETT, COL, CAP
Commander

This is the first publication of this supplement.

OPR: WILGS

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